

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TREASURY INVESTMENT ADMINISTRATIVE MANAGER

JOB DESCRIPTION

Employees in this job assist the Treasury Investment Administrator in the planning, directing and execution of a divisional investment program. Under the supervision of a Treasury Investment Administrator or higher-level executive, the employee manages one or more agency-designated, Group 4 sections (work areas that include two or more professional employees with less than divisional or office standing), or functions as an overall assistant director of a divisional investment program. In conjunction with the Treasury Investment Administrator, the Treasury Investment Administrative Manager reviews and evaluates the work of program personnel to ensure conformance with investment policies, strategies, and laws governing the investment of state retirement funds and the investment assets of state trusts and agencies. The employee works within general policies and procedures and exercises considerable independent judgment in assisting in developing and implementing new approaches to departmental administration. Investment functions include managing one or more investment portfolios, or portion(s) thereof, assisting in developing investment strategies, and assisting with asset allocation decisions. Supervisory functions include approving leaves, conducting service ratings, counseling and disciplining employees, participating in employee grievance procedures, and the hiring and training of personnel. All ECP Group 4 positions must be designated as such by the Appointing Authority and approved by Civil Service.

There are two classifications in this job.

Position Code Title – Treasury Investment Administrative Manager-1

Treasury Investment Administrative Manager 15

The employee functions as a Treasury Investment Administrative Manager of one or more agency-designated, Group 4 sections (work areas with less than division or office standing) and reports to a Treasury Investment Administrator or higher-level executive.

Position Code Title – Treasury Investment Administrative Manager-2

Treasury Investment Administrative Manager 16

The employee functions as an overall assistant director of a divisional investment program.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Investment Duties:

Manages one or more investment portfolios, or portions thereof.

Ensures that the return on investment from the portfolios meets or exceeds benchmark returns with prudent levels of risk.

Reviews and screens potential investment opportunities and assigns to appropriate staff.

Plans, organizes, directs, and controls the work activities of a Group 4 program.

Makes buy/hold/sell recommendations for assigned investments and programs, and assists Treasury Investment Administrator in hiring external managers or advisors where appropriate.

Conducts meetings with staff to discuss portfolio performance, strategies, investment programs, legal issues and positions, organization and budgetary issues, personnel matters, technical problems, and the status of programs and projects.

Negotiates terms and conditions of investment partnerships or brokerage agreements and performs due diligence on investments or potential investments.

Attends board meetings, limited partnership meetings, investor meetings, and industry conferences.

Provides assistance and training to assigned staff and assists and provides direction to staff in the due diligence process for investment transactions.

Managerial Duties:

Formulates current and long-range programs, plans, and policies for a Group 4 program.

Acts in the capacity of the Treasury Investment Administrator when absent.

Coordinates work by scheduling assignments and directing the work of subordinates.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

Analyzes the impact of federal, state, and local legislation, prepares position statements, and presents testimony at hearings.

Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the program.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of methods of planning, developing, and administering investment programs.

Extensive knowledge of relevant economic, property, and/or financial market conditions and forecasts.

Extensive knowledge of state and federal laws and legislative processes related to the work.

Extensive knowledge of federal, state, and local relationships that impact the operations of a department.

Extensive knowledge of current literature in the field.

Extensive knowledge of training and supervisory techniques.

Extensive knowledge of employee policies and procedures.

Thorough knowledge of state government organization and functions.

Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of program goals.

Thorough knowledge of labor relations and equal employment opportunity policies and procedures.

Thorough knowledge of public relations techniques and policies.

Ability to direct complex financial analysis relating to investment programs.

Ability to instruct, direct, and evaluate employees.

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Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative and program decisions.

Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively.

Working Conditions

Standard office environment. Travel may be required (including international travel).

Physical Requirements

None.

Education

Possession of a bachelor's degree in business administration, accounting, finance, economics, or real estate management/financing.

OR

Possession of a bachelor's degree in any major and a Chartered Financial Analyst (CFA) designation.

Experience

Treasury Investment Administrative Manager 15

Four years of professional experience equivalent to a Treasury Investment Analyst, including two years equivalent to a Treasury Investment Analyst P11 or one year equivalent to a Treasury Investment Analyst 12.

Treasury Investment Administrative Manager 16

Two years of professional, 13 level or above, managerial experience in investment, financial and/or economic administration; or, two years equivalent to a Treasury Investment Specialist at the 13 level or above.

Special Requirements, Licenses, and Certifications

Some positions may require designation as a Certified Commercial Investment Member (CCIM).

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TREINVMGR

Job Code Description

Treasury Investment Administrative Manager

Position Title

Treasury Investment Administrative Manager-1

Treasury Investment Administrative Manager-2

Position Code

TREINMR1

TREINMR2

Pay Schedule

NERE-118P

NERE-119P

ECP Group 4
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